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INTER-LIBRARY LOAN SERVICES

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GOVERNMENT DOCUMENTS
COLLECTION

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24 Beacon Street
University of Massachusetts

Depository Copy
Room 341 State House

Boston, Massachusetts 02133

Telephone: (617) 727-2590

TTD/TTY: (617) 727-0917

Fax: (617) 727-5819

Hours: Monday-Friday 9am-5pm

Web Address: <http://www.state.ma.us/lib>

BORROWER ELIGIBILITY

State personnel, including those located in other parts of the state, are encouraged to submit requests for research materials not found in the State Library's collection. Borrowers must hold a valid State Library card.

This program is devoted to supporting research programs in state government. We do not supply non-work related loan requests for personal reading or continuing education courses; please inquire at your local public library about acquiring these through its interlibrary loan service.

In addition, personnel who need on-site access to local academic libraries for their projects may be issued a Boston Library Consortium card. Interested persons should contact a reference librarian.

REQUEST FORMS: BOOKS/ARTICLES

Requests may be submitted using the electronic form (for books go to: <http://www.state.ma.us/lib/services/illbook.htm>. For journal articles go to: <http://www.state.ma.us/lib/services/illart.htm>). Paper copies of the form are available at the Reference Desk in the main Reading Room (Room 341) or forms can be requested by fax (617-727-5819) or e-mail (at interlibrary.loan@state.ma.us).

SUBMITTING REQUESTS

Paper forms may be submitted in person, by fax, interoffice mail, or U.S. mail. Please fill these out as completely as possible to facilitate their processing.

E-mail requests should provide the following information for **books** -

author(s)
title
publisher
year or edition



Journal article information must include -

author(s)
article title
journal title
volume and number of issue
pages
date of issue

When placing multiple requests, indicating their priority will ensure that the most relevant titles are handled first.

STATUS QUERIES

Questions about the status of a request are most easily dealt with via e-mail, as staffs have varied duties each day and may not be readily available by telephone.

LOAN PERIODS AND RENEWALS

The loan period for books varies from two to four weeks depending on the lending library. Renewal requests should be submitted to the Interlibrary Loan Department three days before the due date. It is at the discretion of the lending library to grant a renewal.

BORROWING JOURNALS

Libraries generally do not loan entire journal issues. If an issue is devoted to one theme, the articles should be requested individually.

COPYRIGHT GUIDELINES

The State Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment would violate copyright law.

PICKING UP MATERIALS

Patrons are notified of the arrival of their requests by phone or e-mail. For personnel located away from the State House, materials can be mailed to your office or faxed if they are not too lengthy.

RETURNING MATERIALS

Books should be deposited at the Circulation Desk in Room 341. If your office is not nearby, they should be returned by UPS or Fed Ex.

TURNAROUND TIME

Items held by a local institution can arrive in as little as two days. The average time for delivery of materials is about two weeks when several institutions must be contacted before a title is obtained.

RUSH REQUESTS

If a title is needed quickly, please specify the deadline in your request.

LOST TITLES

Patrons are responsible for reimbursing the lending library for the replacement of lost volumes. Some libraries may ask for a replacement copy in lieu of payment.

CONTACT INFORMATION

Mailing address:

Interlibrary Loan
The George Fingold Library
State House, Rm 341
Boston, MA 02133

E-mail address:

interlibrary.loan@state.ma.us



The State Library of Massachusetts
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